

Westgate Elementary School

PTA General Board Meeting Minutes

May 19, 2016

-Last General Meeting of the 2015-2016 Fiscal Year-

The meeting was called to order at 7:07pm, by Julie Carlson, Westgate PTA President.

Roll Call & Attendance

1. Committee members should check off their name on the attendance sheet and fill in volunteer hours for the month of April.
2. This year, please only use the file-box for storage purposes only. Do not use the file-box to communicate with other committees or turn in expense/deposit vouchers.
3. There were nineteen (19) members, five (5) officers, one (1) teacher representatives, and the principal in attendance at this month's meeting.

President's Welcome- Julie Carlson

1. Julie welcomed everyone, touched upon the agenda, and thanked those who attended the Volunteer Reception.

Principal's Report- Dr. Caz Badynee

1. Dr. Bein's Building Meeting was well attended.
 - a. Space is tight at Westgate, and there is definite need for more room.
 - b. Dr. Badynee recommended that the Westgate community continues to push forward and keep the conversation open.
 - c. Currently Windsor and Thomas are slated for construction next year.
 - d. Dr. Bein did commit to two (2) more construction discussions next year at Westgate.
2. Dr. Badynee thanked everyone for the last seven years. There has been much to be proud of over the last seven years including 21st Century Learning and Assessment and Leader in Me (great addition to socio-emotional learning). The staff is passionate and dedicated, and has been a pleasure to work with.
3. In honor of PTA Volunteers, Westgate staff made a donation to the District 25 Bernice Gliege Angel Fund as a special thank you to parent volunteers and recognizing what an important resource they are. The Bernice Gliege Angel Fund was created to serve children in need in AHSD 25.

Teacher Representative- Karen Wenzel and (Paula Sullivan)

1. Karen extended an additional thank you to all parent volunteers who make Westgate amazing.
2. Special thanks were also extended for Staff Appreciation Week. The entire week was filled with lots of big and small extra efforts that made staff feel very special.
3. Reflecting on Leadership Day, forty-nine (49) community leaders attended and were impressed by the leadership of young children. Next year's event will be family-focused.
4. Thanks were extended for the Ice Cream Social and those who lead and volunteered at the event. Leftovers have been donated to the Student Lighthouse Team end-of-year party.

Treasurer's Report- Jessica Buchholz

1. Monthly statements can be found on Google Drive and attached to hard copy of minutes.
2. Excess Funds Committee– staff is currently working on their wish lists.
3. Audit Committee has been formed and will meet after the close of the books toward the end of summer.
4. Budget Update- has been posted for (30) thirty days.
 1. Tracy Marchetti made a motion to approve the updated budget. Lisa Kusumpa seconded the motion. There was no discussion. All were in favor. No one opposed. Motion passed.
5. End of Year and Plan of Work Reports are due today, May 19th. Please send to Julie Carlson.
6. Jessica requests to please submit receipts prior to the end of the school year, if possible. Treasurer books close June 30th.

Secretary's Report- Mary DeMaria

1. Minutes from April's meeting were posted on the PTA website and Google Drive. Melanie Silvestri made a motion to approve the minutes. Catherine Olson seconded the motion. There was no discussion. All were in favor. No one opposed. Motion passed to approve minutes.
2. Correspondence:
 - a. Hand written letters from students for Buddy Benches were put out on display.
 - b. Debbie Wood- Thank You Card for Staff Appreciation Week.
 - c. Lois Wagner- Thank You Card for Staff Appreciation Week.
 - d. Theresa Giachetti- Thank You Card for Staff Appreciation Week.
 - e. Wheeling Township- Thank You Letter to Westgate Cares/Tracy Recklaus for nineteen (19) handmade Birthday Bag donations.
 - f. Annette Tylka (sister of Renee Dudek)- Thank You to Sunshine Committee for meal deliveries.

“Administrative” Committee Reports

Marketing and Communications- Dawn Dalton

1. Publicity/News- Dawn Dalton
 - a. Twelve (12) events were covered and photo slideshows were created for Westgate’s website, Facebook, and in-school monitors and also tweeted out: Westgate Community Leadership Day, Variety Show, Plant Sale, four days of Teacher/Staff Appreciation Week, 5th Grade Concert, Author Visit (Aaron Reynolds), Art Club Gallery Night, LMC Book Fair, and Ice Cream Social.
 - b. A newspaper article on the Cultural Arts Assembly was in the Daily Herald.
2. Website Editor- (Nicole Escobedo)
 - a. Over the summer- waiting to learn more about the new hosting platform for District 25 to see if the PTA website will be hosted on it or somewhere else.

First Vice-President’s Report- Tracey Petrusonis

“Ways & Means and Service” Committee Reports

Manna Gift Cards- Tracy Gerwen

1. Orders are due Monday, May 23rd. Gift cards will go home on Tuesday, May 31st.

School Supply Kits- (Jenny Soehn)

1. Online ordering is currently open.
2. Delivery date is set and kits will be directly distributed into classrooms.

Staff Appreciation Week- Lisa Kusumpa and Tracey Petrusonis

1. Special thanks were extended to all those who helped make the week awesome!

Yearbook- Catherine Olson

1. Yearbooks will be delivered to classroom on June 1st. Special signature sheets have been made for those who did not purchase.

Second Vice- President's Report- Meg Rogers

"Enrichment and Social" Committee Reports

Art Club Gallery Night- Christine Naunheimer

1. Evening was a great success. Some administrators for District 25 attended. Artwork stayed up through the Ice Cream Social and will be distributed on Wednesday, May 25th.

Author Visit- (Jackie Fowler)

1. Author Aaron Reynolds was "electric" and energized the students.

Ice Cream Social- (Melanie Heiber and Stacy Stapleton)

1. Evening was well attended and great success.

Room Reps- Dawn Dalton and Lisa Kusumpa

1. The Room Reps participated in Monday's thank you gifts for Teacher/Staff Appreciation Week. Information on this event was explained through the Room Rep Committee.

2. Recruitment for Room Reps for the 2016-17 school year will begin and will go through mid-August.

President's Report- Julie Carlson

Julie read the script and installed the new officers for the 2016-2017 school year. Congratulations Gina Hammond and Lissa Wengronowitz.

New/Unfinished Business – None

Adjournment

Meeting was adjourned at 7:44 pm by Julie Carlson.

Secretary: Mary DeMaria*

Reviewed by President on: May 23, 2016 Approved by General Board on: _____

Secretary: _____

**Denotes that the original signatures are provided on the hard copy of the monthly PTA minutes.*

Note: Electronic versions of minutes can be found on the Westgate PTA Website- www.westgate25pta.org

And Google Drive- <https://goo.gl/OpnNeg>

Calendar Highlights

See Calendar [http://westgateweb.sd25.org/pages/Westgate Elementary School/Calendar](http://westgateweb.sd25.org/pages/Westgate_Elementary_School/Calendar)

May

Field Day- Thursday, May 26th

Friday, May 27th & Monday, May 30th - No School

June

Wednesday, June 1st - 5th Grade Celebration

Thursday, June 2nd- Field Day Rain Date

Tuesday, June 7th- Last Day of School

August

August 25th- Welcome to Westgate Day 3:00-4:00pm

Monday, August 29th- First Day of School